

## EDITED KSA LISTING

### CLASS: FACILITY CAPTAIN

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Extensive knowledge of the classification procedures to provide a systematic process for the programming, housing and custody decisions used in the safe and secure management of inmates.
<b>K2</b>	Extensive knowledge of the inmate appeal process (e.g., CDC 602-- Inmate/Parolee Appeal Form, CDC 1824—Reasonable Accommodation Request Form (ADA), etc.) in order to review, respond and track/monitor appeals within the specified time constraints
<b>K3</b>	Working knowledge of management principles of staff discipline, personnel practices to ensure the accountability and timely submission of staff assignments and their compliance with laws, rules, regulations and policies as it applies to the DOC.
<b>K4</b>	Extensive knowledge of the inmate disciplinary process to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.
<b>K5</b>	Extensive knowledge of the principles, methods, and level of care used in the custody, classification, discipline, programs, etc. of inmates who participate in the Mental Health Services Delivery System (MHSDS).
<b>K6</b>	Extensive knowledge of the laws, rules and regulations governing the California Department of Corrections in order to effectively manage the daily operation of a facility/unit within an institution.
<b>K7</b>	Working knowledge of the Department's Equal Employee Opportunity objectives to ensure a discrimination-free work environment.
<b>K8</b>	<b>Working knowledge of the various prison gangs and disruptive groups, (e.g., behavior, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of the institution.</b>
<b>K9</b>	<b>Basic knowledge of training (e.g., Coleman, Armstrong, Clark, Use of Force, etc,) to ensure staff fulfill the operational requirements of the department and meet the developmental needs of the employee.</b>
	<b>Skill to:</b>

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S1	Effectively communicate (written/verbal/listening) clear instructions/directions/interviews for the purpose of disseminating, sharing and receiving information with staff, inmates, and other stakeholders.
S2	<b>Document information (e.g., confidential, lockdown reports, employee performance evaluations, status reports, complaints, respond to corrective action plans, proposals, etc.) to accurately create a permanent record of occurrences, incidents, actions, directives, policies, etc.</b>
S3	Create and maintain effective working relationships with others by establishing written expectations, goals and objectives to promote participation, enhance morale and productivity.
S4	<b>Plan, organize, prioritize and direct the workload of others through the active efforts of trained staff to accomplish assigned tasks while ensuring the effective operation of a major program/facility/unit.</b>
S5	Interpret and implement laws, rules, regulations, policies and procedures (e.g., EEO, ADA, Use of Force, DPP, DDP, etc.)by instructing staff regarding the safe custody, discipline and welfare of inmates housed in state prisons.

	<b>Ability to:</b>
A1	Analyze situations (emergency or calculated) to accurately adopt an effective course of action (e.g., modified programs, lockdown, seek medical/mental health response, etc.) to prevent major operational disruptions.
A2	Gain the respect and cooperation of prison officials and inmates in order to effectively manage your area of responsibility and to promote teamwork, productivity, leadership, ethics, etc.
A3	<b>Carry out any and all custody type duties in accordance with Peace Officer Standards and Training (POST), as needed.</b>

	<b>Special Personal Characteristics:</b>
SPEC1	Understanding the problems of inmates (e.g., emotional, family death, drug abuse, commitment offense, etc.) while in a correctional setting during their period of incarceration.